



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Missouri Vocational Enterprises

Division: Division of Offender Rehabilitative Services

Sub-Section:

TITLE: Customer Order Records

CUTOFF: EOSFY in which order fulfilled

DESCRIPTION: Documentation of customer orders for goods produced by Missouri Vocational Enterprises. Records include, but are not limited to, initial order forms, Merchandise Return Authorizations (MRAs), delivery tickets, customer invoices, and related correspondence. Records created per 217.575 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9110

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Missouri Vocational Enterprises

Division: Division of Offender Rehabilitative Services

Sub-Section: Accounting

TITLE: Costing Documents

CUTOFF: EOSFY

DESCRIPTION: Records include, but are not limited to adjusting and new product standard cost reports, reconciliations, and raw material purchases. These documents are used to determine the cost of new products and materials.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23787

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Monthly Financial Reports

CUTOFF: EOSFY

DESCRIPTION: Consolidated balance sheet, inventory balances, income statement variance analysis, and profit and loss statement. These documents are used to determine the financial stability of Missouri Vocational Enterprises (MVE) and to view business profit/loss on a monthly basis.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23785

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Monthly Financial Reports - Working Documents

CUTOFF: EOSFY

DESCRIPTION: Records include, but are not limited to a copy of the Monthly Financial Report, monthly closing journal entries and reports. These documents are used to close out each months business.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23786

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Missouri Vocational Enterprises

Division: Division of Offender Rehabilitative Services

Sub-Section: Accounting

TITLE: Raw Material Inventory Records

CUTOFF: EOSFY

DESCRIPTION: Documents include, but are not limited to monthly inventory reconciliations, transfers, adjustments, work order requests, receiving reports, balances of raw materials, raw material physical inventory and adjustments. These documents are used to reconcile raw material balances.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23784

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012
